



Planner I

General Information

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| Classification Code: | MGTANL |
| Effective Date: | June 23, 2022 |
| Pay Grade: | C41 |
| FLSA Status: | Exempt |

Position Summary

Performs activities in support of the City's current and comprehensive planning functions including providing land use information to the general public, applicants, other agencies and jurisdictions; provides support and assistance to staff working on zoning, refinement plans, the comprehensive plan, other long-range plans, grant applications, and the land division and land development process; participates in the gathering, review and professional analysis of basic planning data; prepares reports, maps, graphics, and plan and policy drafts; and coordinates with various agencies to collect data necessary for special projects. Performs related duties of a similar nature or level.

Classification Characteristics

Planner positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Planner I is the entry-level position within the professional planning series. Requires application of fundamental planning principles and professional knowledge and skills in the performance of routine assignments and professional-level duties in land development review and/or planning projects. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Positions receive general supervision and considerable guidance from Senior Planners and supervisors.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

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| 1 | Provides general and technical information regarding planning policies, codes, and procedures for applicants, community organizations, agencies, and the general public. Assists in resolving customer issues. Includes telephone, videoconferencing, in-person, and written communication. |
| 2 | Communicates and coordinates with other city divisions and departments and governmental agencies on development, land use and general administrative processes and activities. |
| 3 | Coordinates community review of public and private development projects. |
| 4 | Assists in the development of policy and recommendations. Develops planning studies and reports in support of new and updated plans, programs and regulations as assigned by a Senior Planner or supervisor. |

| Essential Duties | |
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| 5 | Prepares findings of fact, letters, memoranda, public notices, agency notifications, and notices of decision. |
| 6 | Assists in preparation of oral and visual reports to a variety of audiences, including development of PowerPoint slides, maps, and other graphics. |
| 7 | Develops promotional and informational materials including maps, charts, and other visual aids to inform and engage the public regarding planning projects and programs or land use standards and procedures related to the Springfield Development Code, plans, and other standards. |
| 8 | Conducts field inspections for evaluations and assessments. |
| 9 | May serve on departmental or interdepartmental staff teams and City committees. Takes meeting notes. |
| 10 | Maintains records in conformance with city and state requirements. |
| 11 | May participate in basic incident command training and drills to maintain proficiency in supporting emergency operation activities, including carrying out field work. Emergency Management duties may require working outside normal business hours, weekend/holiday work, and may occur with little or no advance notice. |
| 12 | Performs other duties of a similar nature or level. |

| Functional Specific Responsibilities |
|---|
| <p>Current Planning Manages primarily Type I planning applications. Reviews or assists in review of development proposals, land use applications, building permits, public improvement plans, partition and subdivision plats, and final site plans for conformance and compliance with Development Code, codes, plans, and regulations. Provides customer service to the department front counter during operating hours. Creates and updates documents related to development review and other planning topics.</p> <p>Comprehensive Planning Gathers, selects, and compiles data. Conducts needs analyses on existing conditions and future projections and documents research findings. Identifies potential policies, programs, projects to achieve the city's objectives. Assists in the preparation of grant applications and monitors and reports on progress with guidance from a Senior Planner or supervisor. Provides support for project-based community engagement. Attends some evening and occasional weekend events.</p> |

| Qualifications |
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| <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Bachelor's Degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience. |
| <p>Licensing/Certifications:</p> <ul style="list-style-type: none"> N/A |
| <p>Technology Skills:</p> <ul style="list-style-type: none"> Calendar and scheduling software – Microsoft Outlook Communication and coordination software – Microsoft Teams Development review and compliance software — Accela Document management software — Microsoft SharePoint; Microsoft One Drive Electronic mail software —Microsoft Outlook Human resources software — PeopleSoft Information retrieval or search software — Laserfiche Internet browser software — Microsoft Internet Explorer; Mozilla Firefox; Google Chrome |

| Qualifications |
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| <ul style="list-style-type: none"> • Office suite software — Microsoft Office (Word, Excel, PowerPoint) • Project management software — Microsoft Project or Microsoft SharePoint • Video conferencing software — Microsoft Teams; Zoom |
| <p>Knowledge Required:</p> <ul style="list-style-type: none"> • Clerical — Knowledge and abilities in administrative and clerical procedures and systems such as word processing, meeting minutes, file management and record keeping and other office procedures and terminology. • Communications and Community Engagement — Knowledge of strategies and techniques to communicate with and engage the public in the land use planning process; meeting planning and facilitation; public speaking • Customer Service — Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. • Design and Construction — Knowledge of urban and architectural design principles, construction drawings, site plans, and specifications. • English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Law and Government — Knowledge of laws, legal codes, precedents, government regulations, executive orders, agency rules, and the democratic political process, and local government structures. • Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. • Oregon Land Use Planning – Knowledge of the statutory and regulatory requirements for comprehensive land use planning coordination and city planning and zoning • Research and Analysis – Knowledge of data gathering techniques, trend identification, quantitative and qualitative analysis, policy analysis, preparation of findings of fact, and report writing. |
| <p>Skills:</p> <ul style="list-style-type: none"> • Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. • Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. • Coordination — Adjusting actions in relation to others' actions. • Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. • Mathematics — Using mathematics to solve problems. • Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. • Reading Comprehension — Understanding written sentences and paragraphs in work related documents. • Service Orientation — Actively looking for ways to help people. • Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. • Speaking — Talking to others to convey information effectively. • Writing — Communicating effectively in writing as appropriate for the needs of the audience. |
| <p>Abilities:</p> <ul style="list-style-type: none"> • Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense. • Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). • Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem. • Near Vision — The ability to see details at close range (within a few feet of the observer). • Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly. • Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. |

Qualifications

- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements

| Key | None 0% (0 hrs.) | Seldom 1-10% (Up to 1 hrs.) | Occasionally 11-35% (Up to 3 hrs.) | Frequently 36-75% (3-6 hrs.) | Continuous 76-100% (6+ hrs./day) |
|------------------------------|------------------------|-----------------------------------|--|------------------------------------|--|
| | 0% | 1-10% | 11-35% | 36-75% | 76-100% |
| BODY POSITIONS | | | | | |
| Standing | | | X | | |
| Sitting | | | | X | |
| Walking – Even Surface | | X | | | |
| Walking – Uneven Surface | | X | | | |
| Kneeling | X | | | | |
| MOVEMENTS | | | | | |
| Bending/Stooping | X | | | | |
| Twisting | X | | | | |
| Crawling | X | | | | |
| Squatting/Crouching | X | | | | |
| Balancing | X | | | | |
| Reach – Overhead | X | | | | |
| Reach – Forward | X | | | | |
| Reach – Backward | X | | | | |
| Climbing – stairs | X | | | | |
| Climbing - ladder | X | | | | |
| USE OF HANDS | | | | | |
| Grasping – whole hand | X | | | | |
| Grasping – pinch grip | | X | | | |
| Fine manipulation/feeling | X | | | | |
| Keyboarding | | | | | X |
| LIFT/CARRY | | | | | |
| 0-10 lbs. | | X | | | |
| 11-20 lbs. | X | | | | |
| 21-50 lbs. | X | | | | |
| PUSH/PULL | | | | | |
| 0-10 lbs. | X | | | | |
| 11-20 lbs. | X | | | | |
| 21-50 lbs. | X | | | | |
| 51-75 lbs. | X | | | | |
| 76-100 lbs. | X | | | | |
| ENVIRONMENTAL HAZARDS | | | | | |
| Indoors | | | | | X |
| Outdoors | | X | | | |
| Dust | X | | | | |
| Fumes/Odors/Gasses | X | | | | |
| Chemical Agents | X | | | | |
| Biological Agents | X | | | | |
| Noise – Low | | | | | X |
| Noise – Moderate | X | | | | |
| Noise – High | X | | | | |
| Low Light | X | | | | |
| Heat | X | | | | |
| Cold | X | | | | |
| Restricted workspace | X | | | | |
| Vibration – whole body | X | | | | |
| Vibration - extremity | X | | | | |
| JOB SPECIFIC | | | | | |
| Driving – vehicle/equipment | | X | | | |
| Operate foot controls | X | | | | |
| Seeing | | | | | X |

| Physical Requirements | | | | | | | | | | |
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| 51-75 lbs. 76-100 lbs. | X | | | | | Talking Hearing Extended work hours | | | | X |
| | X | | | | | | | | | X |
| | | | | | | | X | | | |

| Classification History | | | | | | | | | | |
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2022.06 Reformatted and revisions by HR

I have reviewed the job description.

Employee: Name_____ **Signature**_____ **Date**_____